Save the completed report using the following format: **WFAA**[MeetingName][Date][CommitteeName]**.doc**. Submit your report via email to the WFAA Executive Council and post your report to the WFAA website’s Meeting Minutes Index no less than 4 days prior to meeting.

| WFAA Quarterly Officer/Committee Report 2018/2019 | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| **Executive Council Meeting Date** | | | 10.10.18 | | | |
| **Executive Council Meeting Location** | | | Yakima Convention Center-Yakima, WA | | | |
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| **Officer/Committee Information** | | | | | | |
| **Office Held/Committee Name:** | | | Caycee Clark | | | |
| **Officer/Committee Chair:** | | | Proprietary Sector Representative | | | |
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| **Officer/Committee Goals for Service Year** | | | | | | |
| Strategic Plan Goals that are being met *(check all that apply)* | | | | | |  |
| Goal 1: Be a leader in providing training and professional development opportunities that are responsive to member needs | | | | | |  |
| Goal 2: Maintain the long-term financial stability of the Association | | | | | |  |
| Goal 3: Assess and monitor the performance of the Association and implement strategic Adjustments | | | | | |  |
| Goal 4: Increase member participation in Association activities | | | | | |  |
| Goal 5: Continually improve methods and processes for communicating with the membership | | | | | |  |
| Goal 6: Consolidate and communicate the public policy positions of financial aid administrators in Washington State and provide members with support and education to further their own advocacy efforts | | | | | |  |
| Goal 7: Maintain and enhance the diversity of our membership and the Executive Committee | | | | | |  |
| Goal 8: Collaborate and coordinate with other organizations and associations in order to serve our members more efficiently and effectively | | | | | |  |
| **Specific Officer/Committee Goals** *(Include progress toward goals and measurement of success.)* | | | 1. Communicate and advocate for the sector. 2. Encourage conference attendance by sector members. 3. Facilitate & encourage networking opportunities within the sector. 4. Increase proprietary sector awareness of WFAA and the value of membership. | | | |
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| Summary of Activities *(Descending Chronological)* | | | | | | |
| **September 2018:**   * Entered into partnership with NW Career Colleges Federation to apply for $60,000 suicide prevention grant to help introduce suicide prevention measures to sector schools. My school (Divers Institute of Technology) is the lead school on the project. * Submitted WFAA newsletter sector information to Robert Clark. * Participated on the Awards & Nominations Committee for the selection of annual WFAA Awards.   **August 2018:**   * N/A   **July 2018:**   * Hosted WFAA Summer Training workshop at my campus. * Participated in 2018-2019 WFAA budget development meeting. | | | | | | |
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| **Budget Information** | | | | | | |
| Approved Budget | | | N/A | | | |
| Budget Expenditures to Date | | | N/A | | | |
| Event Information *(complete if applicable)* | | | N/A | | | |
| Event Name | | |  | | | |
| Location | | |  | | | |
| Date | | |  | | | |
|  | | | Number | Cost of Registration | Subtotal | |
| Attendees | | |  |  |  | |
| Complimentary Registrations *(if applicable – i.e., scholarship recipients)* | | |  |  |  | |
| Add more rows as needed for additional events. | | | | | | |
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| **Suggestions for Future Officer/Committee** | | | | | | |
| -At bare minimum, ensure that your organization is a member of NWCCF (NW Career Colleges Federation). They are our pipeline to Olympia and are in the know about anything and everything happening out there that affects this sector. They also have a connection to one of the lobbyists in Washington DC for the sector (so as to keep apprised on the Federal side as well).    -This sector is always very quiet when it comes to WFAA involvement (and membership is very tiny). You will not get a lot of response when you reach out via WFAA listserv. So it’s very important that when any opportunity presents itself at any conference, community gathering, open house, etc…..you should go and network. Meet sector members and ensure they know who you are and what WFAA is.  -Always reference previous meeting agendas before each new meeting. | | | | | | |
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| **Calendar of Events/Timelines** | | | | | | |
| Date | Committee Member Responsible | Description | | | | |
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